



WAN ADMINISTRATOR I

Characteristics of Work

Incumbents in network operations are responsible for the monitoring and operations of Wide Area Data Communication Networks (WANs). This includes using sophisticated network tools to resolve network outages and to maintain required network performance objectives.

WAN Administrator I is the basic level where incumbents work closely with senior staff on daily activities related to network operations. The incumbent should be able to identify and correct routine network outages. While at this level, incumbents work to expand knowledge in monitoring and operating a large wide area network.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Identifies and corrects routine network outages.

Investigates network operating problems with internal staff.

Monitors network performance.

Provides help desk support to end users of the network.

Replaces defective equipment and configures replacements.

Performs related or similar duties as required or assigned.

Essential Functions

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supports end users through staffing help desk.
2. Monitors performance of the network.
3. Replaces defective network equipment.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related

education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Experience/Educational Requirements:

Education:

An Associate's Degree from an accredited two-year college in network operations or a related field;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of directly related experience in systems operations.

Substitution Statement:

Related education and directly related experience may be substituted on an equal basis.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.